



Drinking Water State Revolving Fund – Low Interest Loans Project Questionnaire (PQ)

SCDHEC Use Only
SRF -

SPONSOR INFORMATION

1. Sponsor _____
2. Address _____
3. Sponsor Contact _____ Title _____
Phone _____ Email _____

PROJECT LOCATION

4. County(ies) where project takes place _____
- 5.A. Describe and define the project location. Please supply any **coordinates or street address(es)**.

5.B. Attach a project map, or, maps, showing both a regional view and a project level view.

PROJECT INFORMATION *(Please refer to instructions)*

6. Project Title _____
7. Project Description

8. Describe in specific detail how the project will protect / improve public health or achieve / maintain compliance with drinking water standards. *(Attach evidence of deficiencies.)*

9. DHEC water system ID number _____.

10. This project should be considered for the Green Project Reserve (GPR)? *(If "Yes" see also 12.C. below)*
☐ Yes, Categorical *(submit summary documentation)* ☐ Yes, Business Case *(submit business case)* ☐ No
11. Indicate if this project can proceed with a traditional SRF low-interest loan, or, if principal forgiveness is available, would full or partial principal forgiveness be required. *(See also 12.C. below)*
☐ Traditional SRF Loan ☐ Principal Forgiveness Loan Only
☐ Traditional SRF Loan with some Principal Forgiveness Loan
12. Project Cost Estimates:
- A. Total Project Cost Estimate \$ _____
- B. Estimated SRF Loan Amount \$ _____
- C. If applicable: Based on the Estimated SRF Loan Amount what is the cost of the following components? *Attach a proposed budget and itemize the components.*
- Estimated Green \$ _____
 - Estimated Principal Forgiveness \$ _____
13. Estimated start date for construction _____
14. Has a Preliminary Engineering Report or Comprehensive Planning Document been developed for this project?
☐ Yes ☐ No
15. Have any impediments to project start (such as acquiring easements, actions necessary for consolidation, etc.) been identified? ☐ Yes ☐ No
If yes, are impediments being addressed? ☐ Yes ☐ No
16. Do you own all property, have easements for, or intend to have easements for all property associated with the project? ☐ Yes ☐ No
17. Service Population _____ Population Affected by Project _____ .
18. Does the system have an approved Source Water Protection Plan? ☐ Yes ☐ No
19. PQ Submitted by ☐ Sponsor ☐ Consultant, Name/Phone _____
If a consultant submits this form, include a letter indicating the sponsor's consent for the project.
20. Date Submitted _____

Please submit a **current user rate schedule** with this questionnaire, along with the map(s) requested in number 5B above, and any additional explanations.

Mail to: SRF Section • Bureau of Water • 2600 Bull St. • Columbia, SC 29201
or

E-Mail to: SRF Section Manager, Shawn Clarke, shawn.clarke@dhec.sc.gov

Instructions For Completing The Drinking Water State Revolving Loan Fund Project Questionnaire

PURPOSE: The purpose of this questionnaire is to gather information concerning potential projects eligible for funding from the Drinking Water State Revolving Loan Fund (DWSRF). This information is used to develop a priority list of projects that are eligible for assistance from the DWSRF. A completed Project Questionnaire does not guarantee a project will be selected to receive a low-interest loan or other SRF assistance.

GENERAL: Describe the project as completely as possible. Attach additional pages as needed. It is suggested to review DHEC's latest version of the Drinking Water Intended Use Plan and the Drinking Water Priority Ranking System documents before completing the project questionnaire. These documents may be found on the SRF Documents and Forms page of the SRF Section of the DHEC Website, <http://www.scdhec.gov/srf>. The project explanation *you give will be used to determine the project's priority ranking*.

INSTRUCTIONS:

1. **Project Sponsor:** A project sponsor is a county, municipality, special purpose district, or any other public agency of the state which may own or operate a project, or nonprofit corporations established under Title 33, Chapter 36 of the Code of Laws of South Carolina, and includes any combination of two or more of these entities acting jointly to construct, own or operate a project.
2. **Address:** Mailing address of the project sponsor.
3. **Contact:** The name, title, phone number, and e-mail address of a person employed by the sponsor (not a consultant) that may be contacted concerning the proposed project.
4. **County:** Indicate the county (or counties) in which the proposed project will take place.
5. **Project Location:** Provide a physical position for the project if possible, using either a street address or geographic coordinates. Also give a narrative description of the project location and attach a map or maps showing the exact location of all existing and/or planned facilities, conveyances or components related to the project. This map should include any coordinates, landmarks, addresses, highways, streams, etc. that would be helpful in locating the project site.
6. **Project Title:** The working title for this project.
7. **Project Description:** Indicate the primary components of the project (e.g. size and length of water lines, diameter and yield (if known) of well(s), size and type of tank, type of treatment, etc.) If the project includes regionalization and/or consolidation, list all entities/facilities involved in the project. Attach additional information as needed.
8. **Describe in specific detail how the project will promote public health or achieve/maintain compliance in the project area:** DWSRF funds are used to correct problems or potential problems. Explain the project scope (solution to a problem or problems) as completely as possible and how the project improves public health or compliance. Attach additional pages if necessary.
9. **Water System ID Number:** Please specify the seven digit system identification number assigned by the DHEC's Bureau of Water to the project sponsor's water system.
10. **Green Project Reserve (GPR):** Refer to the latest EPA GPR guidance as found on the SRF Guidance page of the SRF Section of the DHEC Website, <http://www.scdhec.gov/srf>. Indicate whether the project, or part of the project, qualifies as meeting the GPR criteria and if the project is a *categorical project* or if determination of eligibility requires a *business case*. **Please note**, both categorical and business case projects must submit documentation to be approved by the SRF Section to qualify for the Green Interest Rate. A template is available in the same location as the GPR guidance.
11. **Project Funding Preference:** Indicate the type of SRF funding requested for this project. (Principal forgiveness may be available based on congressional/EPA stipulations. For more information on eligibility for principal forgiveness, see the current version of the DWSRF Intended Use Plan, or contact the SRF Section Manager.)
12. **Project Cost Estimates:**
 - A. Provide an estimated total cost of the project to be covered by all funding sources.
 - B. The requested estimated SRF loan/assistance amount (would include principal forgiveness request and may be less than the estimated total cost of the project). Please include principal forgiveness amount here.
 - C. If applicable: list the amount of the budget estimated for either the Green Project Reserve project or project portion, or, for the principal forgiveness amount request. Please attach an itemized budget for either of these categories.

13. - 16. Self-explanatory

17. Service Population and Population Affected: Indicate the population of the sponsor's service area and the population affected by the project if it is different from the service population.

18. Self-explanatory

19. Form Submitted By: Check the proper box and enter contact information as needed.

20. Date Submitted: Enter date form is sent to DHEC.

Submit the questionnaire along with a map, or, maps, any additional explanations or documentation, and current rate schedule:

By mail: State Revolving Fund Section • Bureau of Water • 2600 Bull Street • Columbia SC 29201, or
E-Mail: SRF Section Manager, Shawn Clarke, shawn.clarke@dhec.sc.gov

DHEC REVIEW AND FILING. The Bureau of Water will use the completed project questionnaire (PQ) to develop a comprehensive priority list of construction projects eligible for funding from the DWSRF. The PQ will become part of the PER file if the project is selected to receive SRF funding. Otherwise, the PQ will be on file with the Bureau of Water for three years.

Note that only pages 1 & 2 (along with any attachments) need be submitted. And, if printing this questionnaire, double-side when possible. Thank you.